

COMPENSATION BOARD DOCKET #21/08

February 25, 2021

Due to the declared State of Emergency and because of the unique characteristics of the COVID-19 virus making it impracticable and unsafe for the Compensation Board members and necessary staff to assemble in a single location, the Compensation Board is conducting this meeting electronically pursuant to § 4-0.01, paragraph g. of Chapter 56, 2020 Special Session I Acts of Assembly (effective November 18, 2020). The Compensation Board is meeting electronically at this time to continue operations and discharge of the agency's lawful purposes, duties and responsibilities.

307-21-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	February 22, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	2/10/2021	Vacancy Savings	Temporary	\$54,115.06	\$29,695.89
139	307	Page County	2/22/2021	Vacancy Savings	Temporary	\$26,581.90	\$20,000.00
455	307	Western Tidewater	2/10/2021	Vacancy Savings	Office	\$28,043.09	\$28,043.09
465	307	Riverside Regional Jail	2/17/2021	Vacancy Savings	Office	\$413,308.95	\$413,308.95
470	307	VA Peninsula Reg. Jail	2/12/2021	Vacancy Savings	Office	\$132,727.84	\$112,727.84
470	307	VA Peninsula Reg. Jail	2/12/2021	Vacancy Savings	Temporary	\$0.00	\$20,000.00
475	307	Hampton Roads Reg. Jail	2/12/2021	Vacancy Savings	Office	\$229,742.16	\$229,742.16
480	307	New River Regional Jail	2/12/2021	Vacancy Savings	Temporary	\$361,851.91	\$176,147.44
493	307	Middle River Reg. Jail	2/12/2021	Vacancy Savings	Temporary	\$82,914.69	\$68,351.00
493	307	Middle River Reg. Jail	2/12/2021	Vacancy Savings	Office	\$0.00	\$14,563.69
496	307	RSW Regional jail	2/11/2021	Vacancy Savings	Office	\$107,234.32	\$107,234.32
650	307	Hampton City	2/9/2021	Vacancy Savings	Office	\$460,438.00	\$228,919.37
		Grand Totals				\$1,896,957.92	\$1,448,733.75

772-21-08: COMMONWEALTH’S ATTORNEYS
NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	CONSENT DOCKET	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY	February 19, 2021 - Officer requests to transfer Office Expenses in the amount of \$5,800 to Equipment to fund the following item(s). The County of Alleghany agrees to fund the difference between the total cost and the stressed cost of the equipment. Officer also understands that reimbursement for this item must be claimed in the COIN system no later than the May payroll reimbursement process.		\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May, 2021 payroll and expense reimbursement request.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
005	Alleghany County	Server	1	\$5,800	\$5,800	1	\$5,800	\$5,800	\$4,499

773-21-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Various	CIRCUIT COURT CLERK	February 10, 2021 - Officers request Board approval for the following enrolled and participating deputies to be forwarded for informational purposes to the Career Development Program Audit Committee in order for the following Clerks to meet the Career Development program criteria. The Clerks program requires a specific number of enrolled and participating deputies based upon population to satisfy the Clerk's eligibility for participation in the Career Development program.		\$0.00	Compensation Board approved inclusion of this information as required under the criteria of the program, based upon the specific conditions stated by the officer. Approval of any pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS	Training Hours
097	773	King and Queen County	2/11/2021	Patricia Reed	00002	DCII	20
097	773	King and Queen County	2/11/2021	Hattie Robinson	00003	GOC	17
155	773	Pulaski County	2/10/2021	Julie Gray	00002	MDC3	17
155	773	Pulaski County	2/10/2021	Sean Hogston	00003	DCIII	23
155	773	Pulaski County	2/10/2021	Terri Nicewander-Hager	00005	MDCIV	16
155	773	Pulaski County	2/10/2021	Trisha Albert	00007	MDC3	20
155	773	Pulaski County	2/10/2021	Alice East	00008	MDCIV	16.5

Various	CIRCUIT COURT CLERKS	February 11, 2021 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration for 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.		\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS	Training Hours
107	773	Loudoun County	2/11/2021	Kesha Glenn	00013	CDI	16.5
169	773	Scott County	2/12/2021	Jennifer Campbell	00003	DCIII	65
169	773	Scott County	2/12/2021	Leann Carter	00006	DCIII	66
191	773	Washington County	2/16/2021	Jamie Wright	00005	DII	10.5
191	773	Washington County	2/16/2021	Traci Millsap	00008	DCII	27
700	773	Newport News City	2/17/2021	Vanessa Pearson	00003	DII	15

771-21-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
POWHATAN COUNTY	COMMISSIONER OF THE REVENUE	<p>February 8, 2021 – Officer requests to promote the Career Development approved deputy in position 00005, MDI, which is currently unfunded, to position 00004 DI, with a base salary of \$5,348 and a CDP salary of \$5,845 effective January 12, 2021, resulting in an added cost for the Career Development Program funding and an increase in the total budget in this office.</p> <p>Officer acknowledges the increase and certifies that he has obtained concurrence from the locality to fund the increase, if approved by the Compensation Board.</p>	\$227.80 (\$113.89 Reimbursed [Annualized: \$497 (\$248.50 Reimbursed)])	Approved as requested, contingent upon local governing body concurrence.

FIPS	Office Code	Locality Name	Request Date	From Position	From Class Code	Current Base Salary	Current CDP Salary	To Position	To Class Code	New Base Salary	New CDP Salary	Amount Requested	Reimbursement Amount	Prorated Reimbursement Amount for FY21
145	771	Powhatan County	2/8/21	00005	MDI	\$0.00	\$0.00	00004	MDI	\$5,348	\$5,845	\$497	\$234.62	\$113.89

Various	COMMISSIONER OF THE REVENUE	<p>February 19, 2021 - Officer requests to transfer \$1,517 from Base Temporary funds to permanent position 00003, DII currently budgeted at \$24,381, to an annual salary of \$25,898, effective March 1, 2021.</p> <p>Officer acknowledges that due to budget reductions they currently have 3 (three) unfunded authorized positions. Officer understands that taking action to move temporary funds to the salary of an existing position may significantly reduce options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	\$0.00	The Compensation Board approved a transfer of \$1,517 from base Temporary salary funds to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary salary budget in the current as well as in subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	Current Base	New Base	Amount Requested	Pro-Rated for FY21	Reimb for FY21
161	771	Roanoke County	2/18/21	Temporary	\$1,517	\$0	\$1,517	\$505.67	\$252.83

771-21-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Various	COMMISSIONER OF THE REVENUE	February 19, 2021 - Officers request Board approval for the following enrolled and participating deputies to be forwarded to the Career Development Program Audit Committee in order for the following Commissioners to meet the Career Development program criteria FY22. The Commissioner's program requires a specific number of enrolled and participating deputies based upon population to satisfy the Commissioner's participation in the Career Development program.	\$0.00	Compensation Board approved inclusion of this information as required under the criteria of the program, based upon the specific conditions stated by the officer. Approval of any pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
199	771	York County	2/24/2020	Brandy Palazzone	00006	CDI
199	771	York County	2/24/2020	Tonya Isaken	00004	MDI
199	771	York County	2/24/2020	Wendy Kurnas	00010	MDI
179	771	Stafford County	2/24/2020	Megan Hesse	00011	DI
179	771	Stafford County	3/18/2020	Amy Epperson	00009	DI
179	771	Stafford County	3/18/2020	Laurie Vorrath	00006	MDIII

Various	COMMISSIONER OF THE REVENUE	February 24, 2021 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration for 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
035	771	Carroll County	2/17/2021	Anthony Marion	00003	DII
187	771	Warren County	2/19/2021	Kari Little	00005	DII
650	771	Hampton City	2/22/2021	Lacretia Loudon	00007	DCII
700	771	Newport News City	2/11/2021	Valerie Gains	00015	CDCIII
710	771	Norfolk City	2/19/2021	Blythe Scott	00024	CDI

774-21-08: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Various	TREASURER	February 19, 2021 - Officers request Board approval for the following enrolled and participating deputies to be forwarded to the Career Development Program Audit Committee in order for the following Treasurers to meet the Career Development program criteria. The Treasurers' program requires a specific number of enrolled and participating deputies based upon population to satisfy the Treasurer's participation in the Career Development program.	\$0.00	Compensation Board approved inclusion of this information as required under the criteria of the program, based upon the specific conditions stated by the officer. Approval of any pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
149	774	Amherst County	2/19/2020	Cherokee Crutchfield	00005	DI
683	774	Manassas City	2/19/2020	Endrea Evans	N/A-local	DI

AMHERST COUNTY	TREASURER	<p>February 19, 2021 - Officer requests Board approval for the following omitted Career Development Program Budget Request information to be forwarded to the Career Development Audit Committee for consideration for "Master Treasurer" status associated with the program.</p> <p>Most recent audit information: Auditor or Public Accounts Audit for the period ending 06/30/2020; Independent Audit Report for the period ending 06/30/2020; Name of Independent Audit Provider: Brown Edwards LLC</p> <p>Staff notes the COIN system should not have allowed the FY22 Budget Certification to be completed without this information, as this data is required when certifying that the officer has met all requirements of the Career Development Program.</p>	\$0.00	Compensation Board approved inclusion of this information as required under the criteria of the program, based upon the specific conditions stated by the officer. Approval of any pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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774-21-08: TREASURERS

NEW BUSINESS:

		CONSENT DOCKET		
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	TREASURER	<p>February 19, 2021 - Officer requests Board approval for the following omitted Career Development Program Budget Request information to be forwarded to the Career Development Audit Committee for consideration for "Master Treasurer" status associated with the program.</p> <p>Real Estate Tax Due Date: 06/06/2020; Collection Rate calculated 12 months from Due Date: 95.59%; Personal Property Tax Due Date: 06/06/20; Collection Rate calculated 12 months from due date: 95.42%; Most recent audit information: Auditor or Public Accounts Audit for the period ending 06/30/2020; Independent Audit Report for the period ending 06/30/2020; Name of Independent Audit Provider: Brown Edwards LLC</p> <p>Staff notes the COIN system should not have allowed the FY22 Budget Certification to be completed without this information, as this data is required when certifying that the officer has met all requirements of the Career Development Program.</p>	\$0.00	Compensation Board approved inclusion of this information as required under the criteria of the program, based upon the specific conditions stated by the officer. Approval of any pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #21/07.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday, March 25, 2021 at 10:00 a.m. and Thursday April 22, 2021 at 10:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Tuesday, April 13, 2021 at 10:00 a.m., likely to be conducted in a virtual format.	N/A	Noted.
4.	FY22 LIABILITY PROGRAM PREMIUMS	COMPENSATION BOARD	Staff presents information from the Division of Risk Management, Department of Treasury regarding FY22 VaRisk Liability program premium amounts for discussion and approval of premium allocation.	N/A	Approved.
5.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held virtually this year and is scheduled for the month of April, 2021 (final dates TBD). Registration will begin in the coming few weeks.	N/A	Noted.
6.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of October through December, 2020. At its meeting on December 17, 2020, the Compensation Board approved staff's request to reimburse total expenses incurred in June, 2020 and July through September, 2020 of \$52,705.44, in accordance with budget language approved in Chapter 56. Based upon numbers of offenders housed, days housed and rates paid by the County in the 2 nd quarter of FY21, staff recommends approval of payment to Nottoway County in the amount of \$44,603.22. This will result in total payments to date in FY21 of \$97,308.66. The maximum reimbursable amount in FY21 for expenses incurred from June, 2020 through May, 2021 is \$198,667.	\$44,603.22	Approved.

OTHER MATTERS

NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
				<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
7.	OFFICER SALARIES	COMPENSATION BOARD	<p>Staff has identified an erroneous salary established for the Sheriff in Portsmouth City, having taken office in January, 2018, based upon the salary set for the prior incumbent in office. The prior sheriff's salary was higher than that established in the Appropriation Act based on the City's population, with the former officer held harmless for the duration of his term in office following a reduction in population group occurring during his term in 2009. Staff is updating current procedures to require a more formal documented review and approval process by two individuals, including management, for any changes to an officer's salary within the COIN system upon a change in incumbent officer. Staff notes that a similar error was corrected three years ago in another office, where the Board directed staff to correct the error effective on the first of the month immediately following the meeting. Staff recommends correcting the salary of the Sheriff in Portsmouth effective March 1, 2021.</p>	<p>(\$3,960); (\$11,880 annualized)</p>
8.	TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<p>Collections: FY21 collections for July through January totaled \$5,710,699.98, an increase of 33.87% compared to the same period of collections in FY20.</p> <p>Expenditures: FY21 year-to-date Clerk's expenditures through 2/19/21 totaled \$2,229,348.98 or 31.82% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY21 TTF total collections would be approximately \$9.79 million, an increase of 32.88% compared to FY20 collections.</p>	<p>N/A</p>
				Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #21/08
February 25, 2021**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: February 25, 2021
Time: 10:00 a.m.
Location: Compensation Board Electronic Meeting by Conference Call
+1 617-675-4444; PIN: 481 434 954 8227#
Members: Tyrone Nelson, Chairman (absent)
Craig Burns, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)

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